SmartFees
Child Care Management System

SmartFees Registration Form

Please complete the following forms and email to accounts@smartfees.com.au

If you have multiple services,
please complete one form **per service**.

Service Name: _____

Service Type:
(LDC, OSHC, Occ or Vac) _____

Service Address: _____

Contact Name: _____

Position: _____

Contact Number: _____

Email: _____

CCB Approval ID(s): _____

WG Solutions Pty Ltd
www.smartfees.com.au
Ph: 1300 859 470
Fx: 1300 859 478
enquiries@smartfees.com.au

SmartFees

Setup Information Form

Please complete the following:

Service name _____

Most internet access (ADSL, ADSL2, CABLE, NBN) is sufficient for running SmartFees sessions and connecting to CCMS however some clients, particularly those on shared access, have encountered issues. Please run the following check.

1. Check your internet speed **on each computer you will use to connect to SmartFees VM or run SmartFees Desktop** by following these steps:
   - Log on to www.speedtest.net
   - Click on the **Begin Test** button
   - When the test is complete the "Ping", "Download" and "Upload" speeds will display. Enter these below.

PING TIME:	DOWNLOAD:	UPLOAD:

2. Define your primary user account. For SmartFees Desktop customers this will be your initial SmartFees login.
3. We recommend you use account names that identify a specific individual , generic names. For example: asmith or aprils not teddysdir or teddysadmin).

	USER 1 (required)
User name	
Email address for the user account	
Email display name (i.e. the name that appears in recipient's inbox) for the email address above	
Printer (brand and model) attached to local computer	
Operating System on local computer (Eg. Windows7/Windows 8/Mac) ***If Windows, please state 32 bit *or* 64 bit**	
MYOB Version (if applicable)	

Information about printers and SmartFees

Some clients have found that if they have an older printer, they have some difficulties printing specific reports from SmartFees. We ask you to list your printer details on this form so that we can check your printer's compatibility. You may be advised to use a newer printer if it is found that yours is likely to not be compatible with SmartFees.

© 2015 WG Solutions Pty Ltd ACN 603 254 495

SmartFees VM Desktop

Setup Fee

Your initial setup fee is required to complete registration and set up of your new SmartFees VM Lite service. Please select which of the options is appropriate for your situation.

❒ **I am starting a new service** **ONE TIME SETUP FEE $450.00 INC GST**

Your setup fee includes assistance with installation and set up of SmartFees on your PC desktop / Laptop and 1hr Personalised Training – SmartFees Fundamentals. Training is conducted online using your data and is tailored to help new centres get up and running as quickly as possible with the fewest headaches.

❒ **I am migrating an existing service** **ONE TIME SETUP FEE $660.00 INC GST**

Your setup fee includes downloading of attendance history from CCMS and importing Parent Balances , assistance with installation and set up of SmartFees on your PC desktop / Laptop.

Please select one of the following payment options:

❒ **Cheque enclosed (payable to WG Solutions Pty Ltd)**

❒ **Direct Deposit to WG Solutions -** BSB: 012-357 A/c: 2928 81048

❒ **Credit card** ❒❒❒❒ ❒❒❒❒ ❒❒❒❒ ❒❒❒❒

❒ **Visa** ❒ **Mastercard**

CVV / CVN : ❒❒❒

Cardholder's name: ..... Expiry Date: ...../.....

Signature.....Amount: .....

© 2015 WG Solutions Pty Ltd ACN 603 254 495
www.smartfees.com.au : sales@smartfees.com.au : P 1300 859 470 : F 1300 859 478
Current At : 20th May 2015

SmartFees Desktop

Licence Fees

The **SmartFees Desktop** annual licence fee is $1295.00* (**including GST**). This fee is charged annually, in advance. This fee is payable by cheque, credit card or direct bank transfer.

You are responsible for ensuring your account is paid in full by the due date. Your service may be suspended if payment is not received when due and a Suspended Service Resumption Charge may be applied.

You may upgrade your license to **SmartFees VM Lite or SmartFees VM Classic** at any time to receive additional benefits without penalty and only pay the cost of your new monthly license. You will also receive a pro-rata credit for any unused portion of your annual **SmartFees Desktop** license.

Standard features in your SmartFees Desktop licence

- Hosting of SmartFees for 1 Service (for example, a single LDC centre or an OSHC program running up to 3 service types – ASC, BSC and VAC)
- 1 network license
- SmartFees support and upgrades

Optional extras

- Customised and personalised Training in the features and modules of your choice
    - 1hr Online instructor lead session : $180.00 (**including GST**)
    - 2hr Online instructor lead session : $360.00 (**including GST**)
    - 4hr Onsite instructor lead session : POA – not available in all areas

Additional Charges

- Suspended Service Resumption - $16.50 per occurrence

*SmartFees VM Licence Fee price subject to change at any time after your initial 6 month contract period.

© 2015 WG Solutions Pty Ltd ACN 603 254 495
www.smartfees.com.au : sales@smartfees.com.au : P 1300 859 470 : F 1300 859 478
Current At : 20th May 2015

SmartFees® Desktop Licence Agreement

SOFTWARE LICENCE AGREEMENT ("Agreement")

WARNING: PERMISSION TO USE THE "SMARTFEES" SOFTWARE IS CONDITIONAL UPON THE COMPANY, PERSON OR OTHER ENTITY NAMED ON THE ORDER FORM AS THE LICENSEE ("LICENSEE") AGREEING TO THE TERMS SET OUT BELOW. ACCEPTANCE SHALL BIND THE LICENSEE AND ALL EMPLOYEES OF THE LICENSEE TO THE TERMS OF THE LICENCE CONTAINED IN THIS AGREEMENT. IF THE LICENSEE ACCEPTS THE FOLLOWING TERMS THE ORDER FORM SHOULD BE SIGNED AND RETURNED TO WG SOLUTIONS PTY LTD ACN 603 254 495 ("WG SOLUTIONS") WITH PAYMENT OF THE LICENCE FEE. IF THE ORDER FORM IS RETURNED UNSIGNED, THE LICENSEE WILL BE DEEMED NOT TO HAVE ACCEPTED THE TERMS OF THE LICENCE AND ANY LICENCE FEE PAID WILL BE REFUNDED.

1. In this Agreement:

1.1 "Product" means the "SmartFees" software;

1.2 "Documentation" means the user manual supplied with the Product;

1.3 "Agreement" means this agreement and includes the attached order form.

2. Licence

WG SOLUTIONS grants to the Licensee a non-exclusive licence for the Term to:

2.1 use the number of copies of the Product specified on the order form;

2.2 use the Product in relation to the number of companies specified on the order form; and

2.3 install the Product on either a Local Area Network ("LAN") or Wide Area Network ("WAN") in accordance with the number of users and/or companies specified on the order form

3. Copyright

3.1 The Licensee acknowledges that the Product and the Documentation are the subject of copyright, ownership of which vests in WG SOLUTIONS, and the Licensee shall not during the Initial Term, any Further Terms, or at any time after the expiry or termination of this Agreement do or authorise the doing of any act which infringes that copyright.

3.2 The Documentation may not be reproduced under any circumstances. Additional copies of the Documentation may be acquired from WG SOLUTIONS.

4. Licensee's Obligations

4.1 The Licensee undertakes the following obligations:

(i) to use and to control and supervise the use of the Product or any part of it strictly in accordance with the provisions of this Agreement;

(ii) to not reverse engineer, decompile, translate, adapt, vary or modify the Product;

(iii) to not copy or reproduce the Product or any part of it, except as expressly authorised by this Agreement;

(iv) to ensure that the Product is used only by the employees of the Licensee and that the Product or any part of it is not made available in any form to any other person without the prior written consent of WG SOLUTIONS;

(v) to ensure that its employees who have authorised access to the Product or any part of it are made aware of the terms of this Agreement; and

4.2 The Licensee acknowledges that reproduction by any means of any part of the Product for distribution or supply to users other than as specified on the order form is a breach of this Agreement.

4.3 The Licensee must apply whatever virus protection measures it considers appropriate and acknowledges that WG SOLUTIONS will not be responsible for any damage or loss caused by any virus in the Product.

4.4 The Licensee acknowledges that the data contained in the Product cannot be guaranteed error free and further acknowledges that the existence of any such errors shall not constitute a breach of this licence.

5. Licensee's Indemnities

5.1 The Licensee indemnifies WG SOLUTIONS fully against all liabilities, costs and expenses incurred by WG SOLUTIONS as a result of any breach of this Agreement by the Licensee.

5.2 The Licensee indemnifies WG SOLUTIONS against any damage, including consequential damage, suffered by the Licensee or any other party as a result of use of the Product by the Licensee.

6. Termination of Licence

6.1 The licence granted by this Agreement may be terminated by WG SOLUTIONS in the following circumstances:

(i) if WG SOLUTIONS suspects that the Licensee is in breach of any term of this Agreement;

(ii) if the Licensee, being a corporation, becomes the subject of insolvency proceedings; or

(iii) if the Licensee, being a firm or partnership, is dissolved.

6.2 If this Agreement is terminated by WG SOLUTIONS under clause 6.1, the Licensee shall destroy any remaining copies of the Product, return them to WG SOLUTIONS or dispose of them as directed by WG SOLUTIONS and shall delete and remove from its computer system all files created by the Product.

6.3 Termination pursuant to this clause shall not affect any rights or remedies which WG SOLUTIONS may have otherwise under this licence or at law, and the Licensee acknowledges that the indemnities given by it in clauses 5.1 and 5.2 shall survive the termination of this Agreement.

7. Transfer of Licence

7.1 The licence granted by this Agreement may be transferred by WG SOLUTIONS, at its sole discretion, to another entity.

8. Miscellaneous

8.1 Notwithstanding clauses 4.3 and 4.4, WG SOLUTIONS warrants that it shall use its best endeavours to ensure that the Product is free from defects in manufacture and that it will in all material respects perform in accordance with the Documentation.

8.2 WG SOLUTIONS will replace any defective Product at no charge, subject to notification of the said defect within 14 days of receipt of the defective Product by the Licensee from WG SOLUTIONS.

9. Limitation

9.1 The Licensee acknowledges that it has exercised its independent judgment in acquiring the Product and has not relied on any representation made by WG SOLUTIONS or upon any descriptions or illustrations or specifications contained in any document including catalogues or publicity material produced by WG SOLUTIONS which has not been stated expressly in this Agreement.

9.2 In the event that any statute implies terms into this Agreement which cannot be lawfully excluded, such terms will apply to this Agreement, save that the liability of WG SOLUTIONS for breach of any such implied term will be limited, at the option of WG SOLUTIONS, to any one or more of the following:

(i) the replacement of the Product;

(ii) the repair of such product; or

(iii) the payment of the cost of replacing the Product

9.3 Except as provided in clauses 8.1 and 9.2, all express or implied conditions or warranties, statutory or otherwise, in respect of the Product are expressly negatived and excluded. In particular, but without limiting the generality of this sub-clause 9.3, WG SOLUTIONS does not warrant that the Product is fit for any purpose, irrespective of whether any purpose is communicated to WG SOLUTIONS.

9.4 The Licensee acknowledges that once the software has been issued, no refunds of the licence fee will be given.

© 2015 WG Solutions Pty Ltd ACN 603 254 495

9.5 The Licensee acknowledges that on-going use of the software is conditional upon payment of a non-refundable annual licence fee. Such fee covers helpdesk support for the functional use of the product and the provision of upgrades to the software.

9.6 To the extent that any statute provides a remedy to the Licensee in relation to the Licensee's use of data contained on the Product, such right is expressly preserved, save that any such right shall be limited to the extent permitted by such statute.

10. Assignment

The benefit of this Agreement shall not be dealt with in any way by the Licensee (whether by assignment, sub-licensing or otherwise) without the written consent of WG SOLUTIONS.

11. Waiver

Failure or neglect by either party to enforce at any time any of the provisions of this Agreement shall not be construed or deemed to be a waiver of that party's rights under this licence.

12. Governing Law

This Agreement shall be governed by and construed according to the laws of the State of New South Wales and the Commonwealth of Australia.

13. Severability

In the event of the invalidity of any part or provision of this Agreement, such invalidity shall not affect the enforceability of any other part or provision of this Agreement.

I acknowledge and accept the terms and conditions of the SmartFees licence agreement

Name:_____

Signature:_____

Date:_____

© 2015 WG Solutions Pty Ltd ACN 603 254 495

ChildCare EasyPay Terms

1. Definitions (as used in this agreement)

account holder means any person, other than a customer, who makes payment to you on behalf of a *customer*.

account holders account means any bank, credit or debit account that facilitates the debiting by the *ChildCare EasyPay Program* of *fees* and other payments payable to you on behalf of a *customer.*

ChildCare EasyPay means the program developed by Zenith Payments Pty. Ltd (ABN: 71 083 359 684) for the processing of payments.

commencement date means the date of this agreement or other date as the parties agree in writing.

customer means any person with whom you engage in a business transaction requiring payment to you including *parents* and others.

customer's account means any credit, debit or bank account nominated by the *customer* that facilitates the debiting by us of *fees* and other payments payable to you.

customer authorisation means a form of authority provided from your *customer* and reasonably required by us from time to time.

*insolven*t in the case of a company, means that a company is or becomes unable to pay its debts when they become due, or is or becomes unable to pay its debts within the meaning of the Corporations Act 2001, or is presumed to be insolvent under that Act, or in the case of an individual, the individual dies, becomes bankrupt or is of unsound mind.

month means a calendar month.

nominated bank account means the bank account nominated by you in this or your previous agreements for the purpose of receiving payments and for payment of any fees due by *you*.

online payments page or CentrePay or *WebPay* means an online payment facility that may be available to you to process *fees* and other payments during the course of this agreement.

privacy law means all legislation, principles, and industry codes and policies regulating the handling of *personal information* including the Privacy Act 1988 (Cth) and the National Privacy Principles contained in schedule 3 to that Act.

fees in relation to a *customer*, means the *fees* described in that *parent's registration form* or *customer authorisation*, being the *fees* payable or due to you by that *parent.* For the purpose of this agreement, it also includes any other payments made to you by your *customers* and/or processed by you.

review date means the date that is 3 years after the c*ommencement date*.

surcharge or *payment processing fee* means the amount so described or described as the convenience fee or payment processing fee in this agreement, the *Parent Registration Form, customer authorisation* or *Online Payment Page.*

parent means a person who has an agreement relating to the payment of *fees* with you.

Parent Registration Form means an agreement between a *parent* and us whereby the *parent* or *customer* agrees to participate in the *ChildCare EasyPay Program*.

2. Collection and Payment Arrangements

2.1 Agency

You appoint us as your centre for the purpose of receiving *fees* and other payments paid to us using a *customer's or account holders account*. This appointment is limited to the performance by us of acts necessary to receive these payments from your *customers*. We are not authorised to act on your behalf in any other capacity or to bind you in any other way.

2.2 No Collection

You acknowledge and agree that:

a. we are not a collection centre;

b. we are not responsible for collecting *fees* or liable if a *customer* fails to pay any *fees* due to you;

c. we are not obliged to do anything in addition to stated tasks to recover outstanding *fees*, participate in or resolve any dispute between you and a *customer* or levy any charges that you may wish to impose on a *customer*;

d. this agreement does not alter your relationship with the *customer* other than by nominating us a the recipient of money that is otherwise payable directly to you by the *customer*; and

e. this agreement does not oblige us to deal with your *customers* or with *account holders* except to the extent necessary to receive payments from them.

2.3 Direction

You must execute any documents reasonably required by your bank or us to give your *customer's* permission and authority to pay their *fees* to us as your centre.

2.4 Surcharge or Payment Processing Fee

This agreement obliges you to pay the *surcharge* or *payment processing fee and* any other applicable fees when utilising the *ChildCare EasyPay Program*. The *surcharge* or *payment processing fee* is deduced from payments made via the ChildCare EasyPay program before those funds are dispersed to your nominated bank account.

2.5 Failed Payment Fee

In the event of a bank account payment subsequently being rejected by the *parent* or account holder's bank or another party, you will pay to ChildCare EasyPay a fee (a "Failed Payment Fee") as outlined in this agreement. This Failed Payment Fee will be automatically deducted from your nominated account four days after we receive notification of the rejected payment. The Failed Payment Fee does not apply to rejected credit or debit card payments.

2.6 SMS or Email Fees

SMS or Email fees apply if you have enabled the ability for your *customers* to nominate to receive an SMS or Email confirmation message from ChildCare EasyPay when a CentrePay payment is sent for processing and the *customer* nominates to receive such a message or when you send messages to your *customers* via the CentreCom option on the ChildCare EasyPay website.

2.7 Payments

This agreement applies whenever *customers* make payments to you and/or us using a *customer's account* or when you and/or we process payments on behalf of *customers*.

2.8 ChildCare Fees

We will cause the *fees* and other payments received by us from a *customer* or *account holder,* less the applicable *surcharge* or *payment processing fee,* to be transferred to your *nominated bank account* within 3 business banking days after the payment was made subject to normal banking and transaction processing operations.

2.9 Exclusivity

Our appointment is exclusive for any *customer* who wishes to pay *fees* to you or us (acting as your centre) using a *customer's account* and, for the term of this agreement, you must not accept payments via a *customer's account* unless you do so pursuant to this agreement.

3. Term & Amendments

3.1 This initial agreement will commence on the c*ommencement date* and continue until it is terminated in accordance with this agreement. Upon reaching the *review date*, this agreement is automatically renewed on it's then curfees terms for a period equal to the original agreement unless either party provides 14 days written notice to the contrary prior to the *review date*. *We* reserve the right to vary or amend any term of this agreement and any change will be effective from the date that we post the change on the ChildCare EasyPay website and you shall be deemed to accept this variance or amendment unless *we* receive written notice to the contrary within 14 days of the date of the posting of the change.

4. Responsibilities

4.1 Our responsibilities

During the term of this agreement we must:

a. handle all enquiries from you about the operation of the *ChildCare EasyPay Program;*

b. provide efficient payment methods to your *customers* to facilitate the efficient payment of *fees* and other payments due to you;

c. receive *fees* and other payments on your behalf;

d. provide a online payment mechanism, *WebPay*, (subject to it's stated terms & conditions) for you to accept and/or process *fees* and other payments due to you;

e. transfer funds, once cleared, due to you to your *nominated bank account*;

f. provide a reconciliation file for monies deposited in your *nominated bank account*;

g. use reasonable efforts to assist *customers* participating in the *ChildCare EasyPay Program* in order to facilitate the efficient payment of *fees*;

h. use reasonable efforts to provide payment failure notifications to *customers* and you participating in the *ChildCare EasyPay Program* to encourage payment via alternative methods.

4.2 Your responsibilities

During the term of this agreement you must:

a. notify us in writing and in advance if you wish to change your *nominated bank account;*

b. ensure the *Parent Registration Form* is correctly completed by you and the *parent*;

c. only use *Parent Registration Forms*, customer direct debit authority forms and other customer payment authorisation forms that have been approved in writing for use by us;

d. immediately process or deliver *Parent Registration Forms* after they have been completed;

e. securely store *Parent Registration Forms* after they have been processed for a period of seven years from the last transaction;

f. when using the centre *online payments page*, agree to that facility's stated terms & conditions;

g. exercise due care and responsibility before processing any payments using the ChildCare EasyPay program;

h. ensure that you hold original *customer authorisation* from the *customer* for any one-off payments you process via the centre *online payments page*;

i. disclose your participation in the *ChildCare EasyPay Program* to any *customer* if you legally or otherwise required to;

j. provide to us and authorise usage by us of your logo, centre name or similar branding in conjunction with the *ChildCare EasyPay Program*.

5. Termination

5.1 Termination without cause

You may terminate this agreement at any time 1 year after the *commencement date* by giving us 6 months' written notice of your intention to terminate.

5.2 Termination

Either you or we (the *non-defaulting party*) may terminate this agreement by giving notice to each other (the *defaulting party*) in the following circumstances:

a. if the *defaulting party* fails to make any payment due under this agreement when due and that failure continues for a period of 5 days from the date of receipt of a notice requiring the *defaulting party* to remedy such failure;

b. the *defaulting party* has breached or failed to perform any of its material obligations (other than payment obligations) under this agreement and where in the opinion of the *non-defaulting party* that breach or failure is capable of remedy, it continues for a period of 14 days from the date of receipt of a notice requiring the *defaulting party* to remedy such breach or failure; or

c. the defaulting party becomes *insolvent*.

5.3 Liability for termination

a. Termination of this agreement under clause 5.2 will be without prejudice to our respective rights (including the right to damages) at law or in equity.

b. Termination of this agreement under clause 5.1 or clause 5.2 will be without liability for either party in respect of the relevant event, but will not affect a party's rights in relation to any breach of this agreement prior to the termination.

5.4 Obligations on termination

On termination prior to the *review date*, you must in addition to any other amount payable under this agreement, pay us a cancellation fee equivalent to 6 monthly service fees. We will process this total payable amount upon termination of this agreement.

6. Indemnities

a. We indemnify you against any liability or loss that you may suffer or incur arising from a breach by us of our obligations under this agreement.

b. You indemnify us against any liability or loss that we may suffer or incur arising from a breach by you of your obligations under this agreement. This indemnity includes any liability or loss that we are liable for to a third party (including a sponsor of a bonus points program that you participate in) arising from a breach by you of your obligations under this agreement.

7. Privacy

You agree to comply with all *privacy laws* which are binding on you or which we are bound to comply with and which are notified to you.

8. Disputed Payments, Chargebacks & Refunds

8.1 Care

You must exercise care and take reasonable precautions to prevent fraudulent, illegal, reversed or disputed payments from occurring.

8.2 Responsibility

As you are the beneficiary of funds collected by *us*, the supplier of goods and services to the *customer* and the party privy to relationships with the *customer*, you bear all responsibility and liability for any reversed or disputed payments or other form of recovery of funds by *us*. You indemnify and hold *us* harmless from and against all claims, costs, liabilities and expenses suffered or incurred by *us* as a result of us being obliged, for any reason, to refund or reverse payments before or after the corresponding amount has been remitted to you.

8.3 Notice

We will promptly notify you if a payment is refunded by *us*, or if *we* receive notice of a disputed payment that might lead to such refund or disgorgement. You must do everything necessary on your part to enable *us* to avoid having to refund payments, including, for example, immediately providing information or agreements to us about the goods and services supplied by you and the *parent registration form* or *customer authorisation* in relation to a payment.

8.4 Resolution of Disputes

Notice of a disputed payment or chargeback will be successfully refuted if you provide clear *customer authorisation* from your customer that is subsequently accepted by your *customer's* or the *account holder's* financial institution. Should the disputed payment or chargeback not be refuted, you will need to resolve the matter directly with your *customer*.

8.5 Refund

If we receive notice of a disputed payment and/or are required to refund or reverse all or part of any payment to a *customer,* an *account holder* or their bank or such a refund is debited from our account or otherwise disgorged, then:

a. *we* will be discharged from any obligation to remit that amount to you; and

b. you must reimburse *us* for that amount and/or we may set amounts due to you under this clause off against any other payments due by us to you and/or deduct amounts from *your nominated bank account*.

8.6 Recovery

If you pay money to us in accordance with paragraph 8 and we subsequently recover funds from the *customer*, then we will deposit it in your *nominated bank account*.

8.7 Licences & Authority

You represent and warrant to us that you hold all statutory licences and authorities necessary for the operation of the centre and the collection of payments. You acknowledge that we are not providing any payment facility in addition to our stated services.

9. Authority To Credit & Debit:

9.1 Authority

You authorise *us* to credit and debit your *nominated bank account* in accordance with the terms and conditions set out within this agreement.

9.2 Centre Fees

We will process payment via your *nominated bank account* for the applicable set up fee as detailed above at the time of processing this activation form and we will process applicable monthly service, transaction and other fees as detailed above on the first business day of every *month*.

9.3 Payment Failure

Should the debiting of any payment due by *you* under this agreement be unsuccessful, *we* will retry debiting after an additional 5 business days. Should any amount due remain unpaid by this time, *we* will attempt to contact you and *we* reserve the right to immediately withdraw our services and/or to off-set any amounts due against any funds due to *you*.

9.4 Errors

You authorise us to debit your *nominated bank account* of any previously credited amount that was subject to banking, system or human error and notified as such to you.

SmartFees VM Licence Agreement

Please complete one form per service

Service Name: _____

SmartFees Company ID: _____

SmartFees VM Licence Agreement

- I have read and agree to the terms of this SmartFees VM Licence Agreement, Service Level Agreement and Terms of Service.
- I understand that my SmartFees VM licence fee with be calculated and deducted from my nominated bank account or credit card each month in advance, based on my previous month's Direct Debit transactions via ChildCare EasyPay. If I don't use Direct Debit, I understand that the full monthly licence fee will be charged as such.
- Automatic debit payment of licence fee- I agree that if my monthly licence fee payment deducted by SmartFees is rejected for any reason, SmartFees will notify me and attempt to deduct again in one week. If the payment still fails, SmartFees will deny access to the SmartFees VM service until the payment is made.
- I understand that SmartFees staff will have access to my data on the SmartFees VM server, for purposes of support and backup only.
- I agree to notify SmartFees of any change to the users within my organisation who are authorised to access SmartFees VM (example, if a staff member leaves)

Signed: ..... **Date** .....

Name: .....

I am aware that a ChildCare EasyPay account has been activated for my service(s):

Bank Account: *For depositing payments & processing fees.*

BSB: _____ **Account Number:** _____

Bank: _____ **Branch:** _____

Declaration: I/We hereby enter into this payment processing facilities agreement to use SmartFees Direct Debit with Zenith Payments Pty. Ltd ABN: 71 083 359 684 t/a ChildCare EasyPay and authorise ChildCare EasyPay (User ID 429018) to credit & debit my/our nominated bank account in accordance this agreement and the Centre terms & conditions available from ChildCare EasyPay and on www.childcareeasypay.com.au/centreterms

Direct Debit Request: I/we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by ChildCare EasyPay (User ID 429018) under the Direct Debiting System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.

Fees: *excl. GST*

~~One-off Set-Up Fee: $250~~ ~~Monthly Service Fee: $25~~

Bank A/c Payments: 1.5% Visa/Mastercard Payments: 1.5% Amex Payments: 2.5%

Failed Payments (Bank A/c only): $4.55 Payment Confirmation/ CentreComm: SMS:$0.20/ Email:$0.05

Signed: ..... **Date** .....

Contact Name: ..... **Number:** .....

ChildCare EasyPay will contact you with further account activation information.